

CITY OF BEAVERTON

Permit Coordinator

General Summary

Serve as the primary point of contact for developers, and coordinate the permit review and inspection process for large or complex development projects.

Key Distinguishing Duties

Overall responsibility for the coordination of permits for large or complex development projects.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate tracking of construction plan, review and permitting process; ensure necessary approvals are obtained and track the status of conditions of approval for compliance prior to permit issuance and certificate of occupancy/final inspection.
2. Attend internal and external meetings as necessary to maintain coordination and tracking of permits and processes.
3. Contact developer, builder or applicant and coordinate timing of inspections or compliance with conditions of approval.
4. Maintain various databases and hard copy documents.
5. Confer with developers, architects, engineers, property owners, citizens, contractors, and the City to verify necessary items have been submitted.
6. Provide communication between City and applicant throughout various stages of permitting. Explain processes, codes and procedures.
7. Schedule and facilitate meetings with developers, stakeholders and related work groups.
8. Perform field inspections for compliance with conditions of approval in coordination with project planners and engineers.
9. Evaluate existing and upcoming technologies and City processes for effective permit tracking systems.
10. Provide input and suggestions on standard operating procedures, forms and handouts related to permitting. Apply new laws and requirements as necessary.

11. Attend department/division/section meetings as necessary to assist with internal communication and process improvements.
12. Participate in department/division/section operational processes including procedure development and implementation.
13. Develop and maintain handouts related to planning, site development, and building related permit functions.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
16. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
17. Participate in the City Emergency management program including classes, training sessions and emergency events.
18. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
19. Follow standards as outlines in the Employee Handbook.
20. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups.
2. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Working knowledge of the standards, laws, codes, ordinances, and regulations governing current land use and development policies.
- ◆ Working knowledge of building codes as they relate to what type of permits are required and when projects are exempted from permits.
- ◆ Working knowledge of civil engineering design practices and site work and industry terminology
- ◆ Working knowledge of project management practices.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required for Entry

- ◆ Strong ability to review construction documents for required information.
- ◆ Strong ability to research and gather technical data.
- ◆ Ability to conduct inspections at construction sites.
- ◆ Working ability to read and interpret technical documents, maps and records.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate clearly and effectively both orally and in writing.
- ◆ Ability to make presentations.
- ◆ Strong facilitation skills
- ◆ Ability to explain complicated City permitting processes.
- ◆ Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

Bachelor's degree in planning, public administration, landscape architecture, civil engineering technology or related field and 3 years technical work experience or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads; occasional crouching, crawling, bending, kneeling, climbing and balancing for inspections; occasional wearing of protective gear; occasional exposure to high noise levels at construction sites; occasional work outdoors in inclement weather; occasional lifting of ladders and technical equipment.

Classification History

Created: March 1, 2008

Status: SEIU

Revised: 1/1/09

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date